

N O T I C E

There are is a job vacancy with the **BAY COUNTY DIVISION ON AGING.**

JOB TITLE: **ON-CALL, PART-TIME DRIVER**

RATE OF PAY: **\$9.88/hour**

Part-time, on-call, variable hours, non-union position, no benefits

GENERAL SUMMARY: Under the direct supervision of the Home Services Manager, delivers cooked bulk meals to satellite sites and meals to home-bound seniors.

TYPICAL DUTIES:

1. Cleans and maintains the units inside the van.
2. Cleans and maintains the van assigned on rotating basis.
3. Delivers baked goods to sites as needed; delivers other raw foods and interproject work sheets as necessary.
4. Delivers bulk cooked foods to satellite sites and pre-trayed meals to home-bound seniors on assigned route.
5. Is responsible for meal cards required by funding agency as documentation of meal received.
6. Is responsible for completing daily van logs.
7. In times of a public health emergency, may be required to report for specialized assigned duties inside or outside of Bay County. Perform emergency response roles, as required.
8. All other duties as assigned.

The above statements are intended to describe the general nature of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties to be performed by personnel so classified.

QUALIFICATIONS:

Must have a good driving record. Must be able to read maps and follow routes. Must be able to communicate effectively with home-bound seniors. Must be able to do minor van maintenance. Applicants may be required to take written and/or other examinations.

PHYSICAL:

This position requires sitting, being mobile, bending and/or standing for significant periods of time. Additional requirements include the ability to move objects according to the following weight & frequency: generally, 20-50 pounds of force up to one third of the time.

Application deadline: **4:00 p.m. Thursday, July 22, 2010.**

Bay County Personnel Department
515 Center Avenue, Suite G102,
Bay City, Michigan 48708-5121
www.baycounty-mi.gov

AN EQUAL OPPORTUNITY EMPLOYER

"BAY COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF DISABILITY STATUS IN ADMISSION OR ACCESS TO, OR TREATMENT OR EMPLOYMENT IN, ITS PROGRAMS AND ACTIVITIES."